

A guide to **www.voicethread.com**

What is Voicethread?

Voicethread is a free, online service which allows users to comment on a central stimulus, such as a picture or video. This means that users can describe the stimulus or respond to it. Further slides can be added in order to build up a long-term project or to add variety to the comments.

Comments can be recorded with a microphone or a telephone (for which there is a charge), a pre-recorded .mp3 can be uploaded, whilst a webcam video or a text input is also possible.

Voicethread also facilitates superb Assessment for Learning opportunities as pupils can view each other's comments and leave further 2 star and a wish appraisals of them.

What can I use Voicethread for?

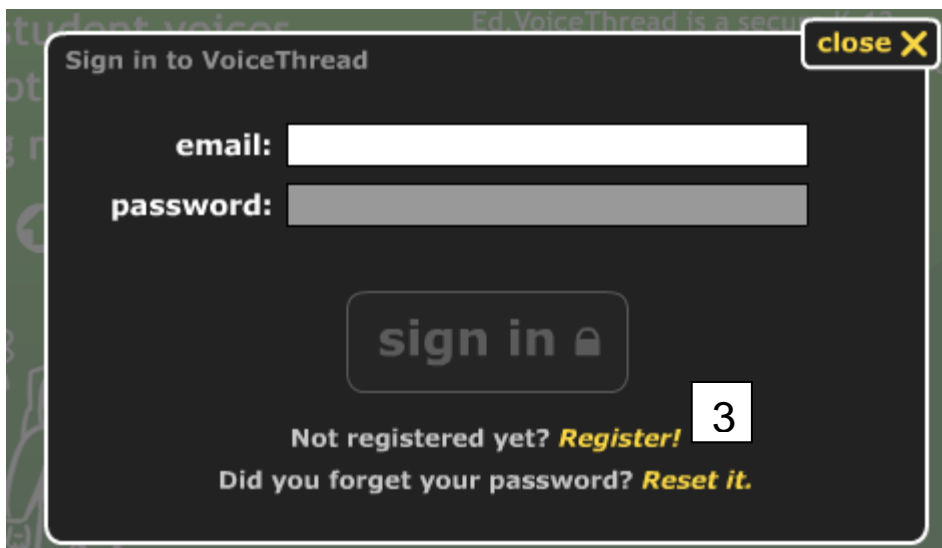
- Develop a debate based around the topic of environmental protection through an image of an oil-rig or a news report on the topic
- Pupils can each describe a section of a painting
- Pupils can give their opinions about sport based on a picture of a football match

How to set up an account

- 1) Go to www.voicethread.com
- 2) Click "Sign In or Register".



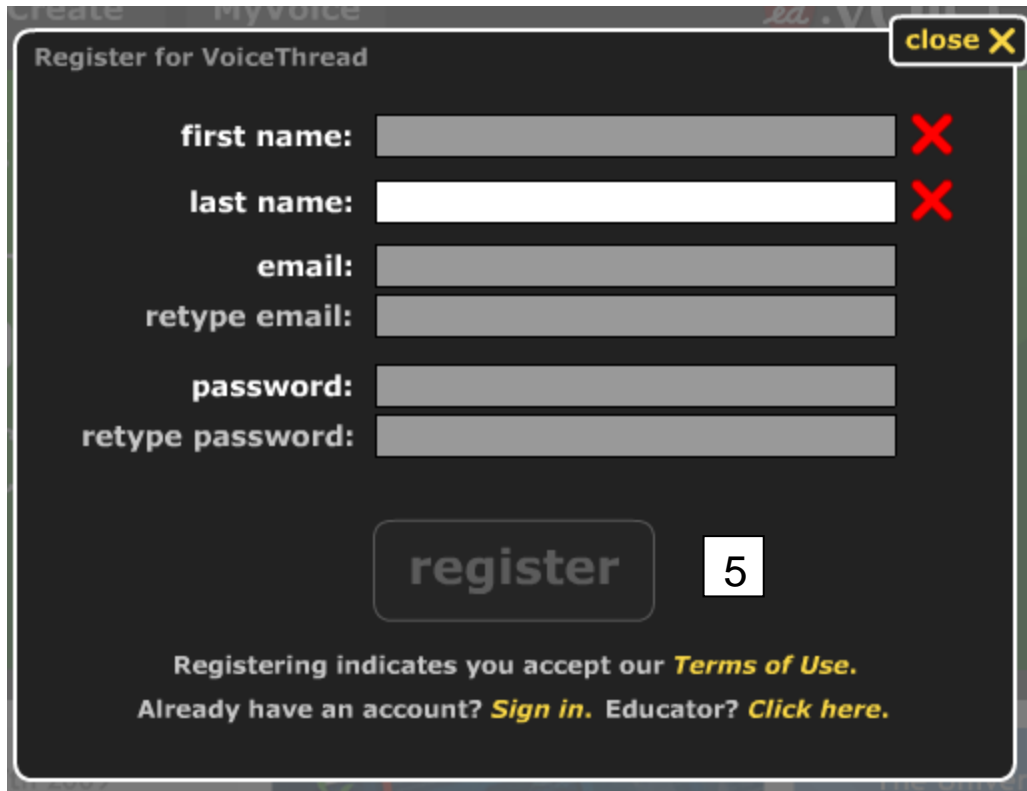
- 3) Click "Register!".



- 4) It is advisable to complete these fields with your real details. Your e-mail address will not be visible.

A later step will set you up with an appropriate, pupil-friendly identity to use when working with a class.

- 5) When finished and green ticks are next to all of the fields, click “register”.



Register for VoiceThread

close X

first name: X

last name: X

email:

retype email:

password:

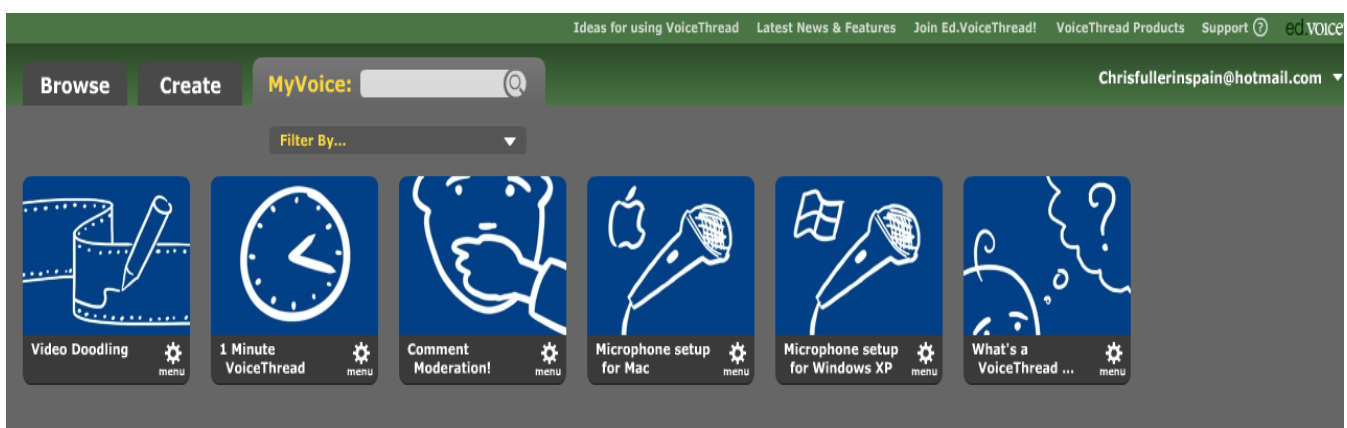
retype password:

register

5

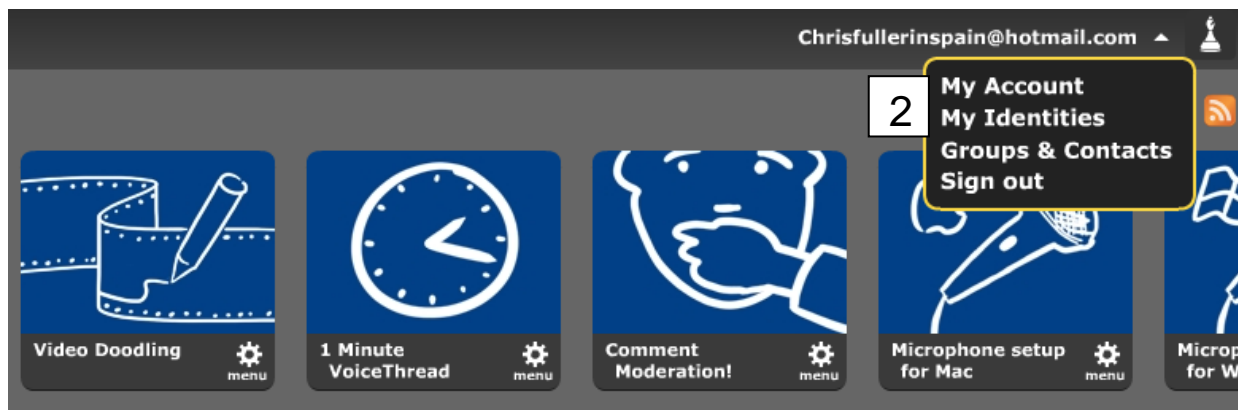
Registering indicates you accept our **Terms of Use**.
Already have an account? **Sign in**. Educator? **Click here**.

- 6) When you have successfully registered you will be taken to your Voicethread homepage. On this page you will see a number of icons for useful tutorial videos. These are worth watching when you have a few minutes.

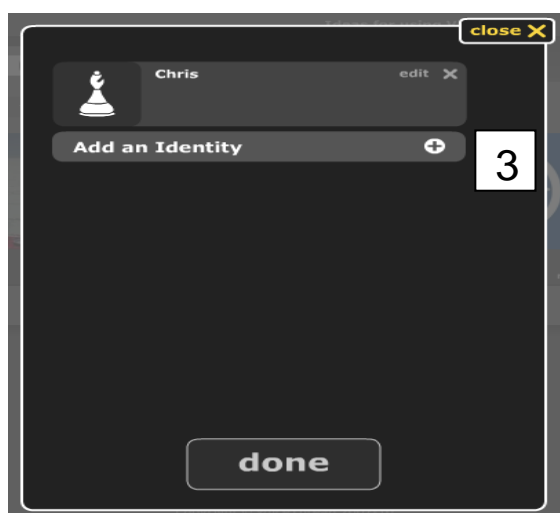


How to set up a pupil-friendly identity

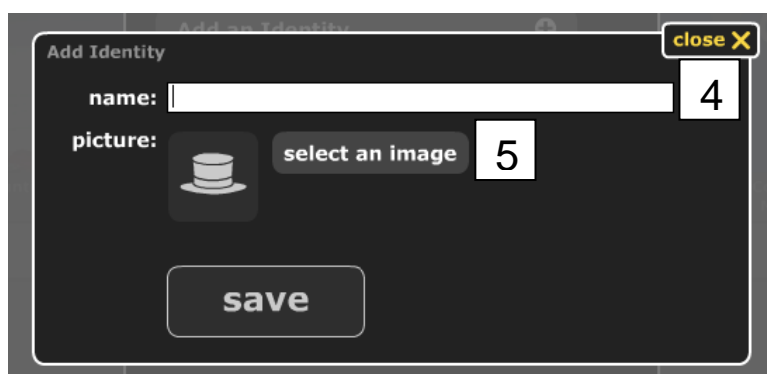
- 1) In the top right hand side of the screen you will see an arrow by the side of your e-mail address. Click on the arrow.
- 2) Click on “My Identities”.



- 3) Click on “Add an Identity”.

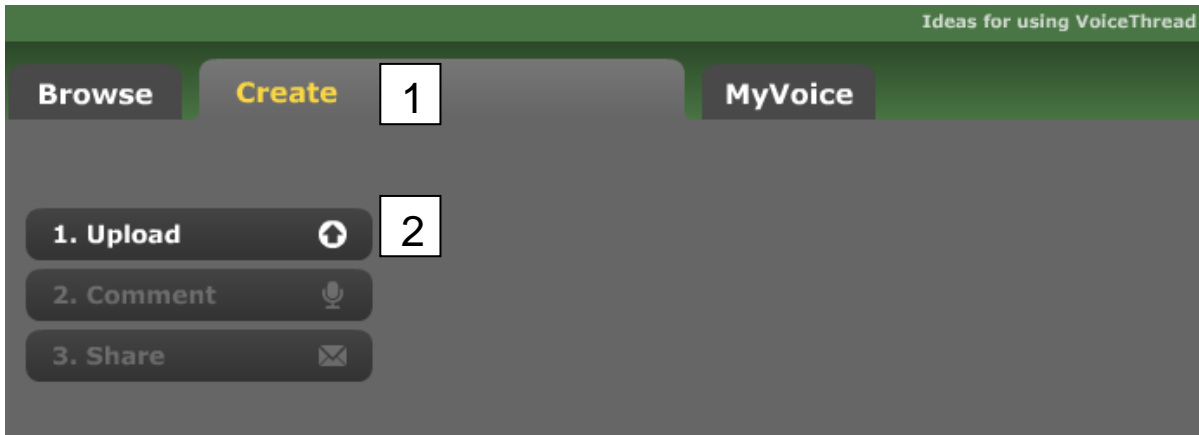


- 4) Choose a pupil-appropriate name, for example Mr Bond, Mrs Pilkington, Miss Rodriguez.
- 5) Select an appropriate image from your file to represent you by clicking on “select an image”. Services such as www.weemee.com are useful to create an avatar rather than using a real photo. When you have finished click “save”.

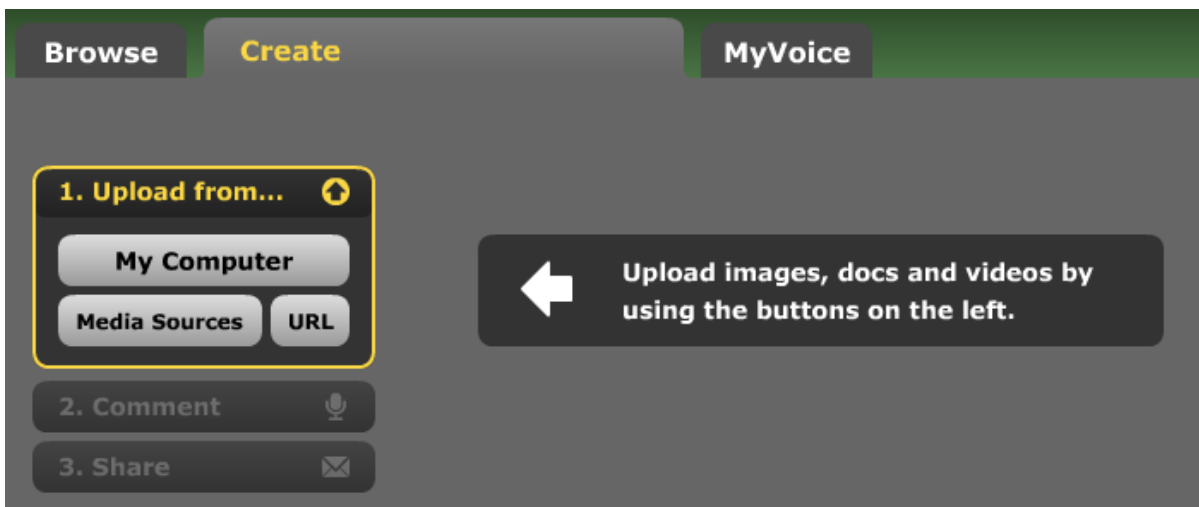


How to create a new thread

- 1) Click on the Create tab of the main screen.
- 2) Click on “1. Upload”



- 3) If you have the image, audio or video saved on your computer click “My Computer” and find the file on your hard drive.
If you want to import from Flickr or to use free images available from The New York Public Library click on “Media Sources”.
If you want to use a web address as the stimulus click on “URL”.



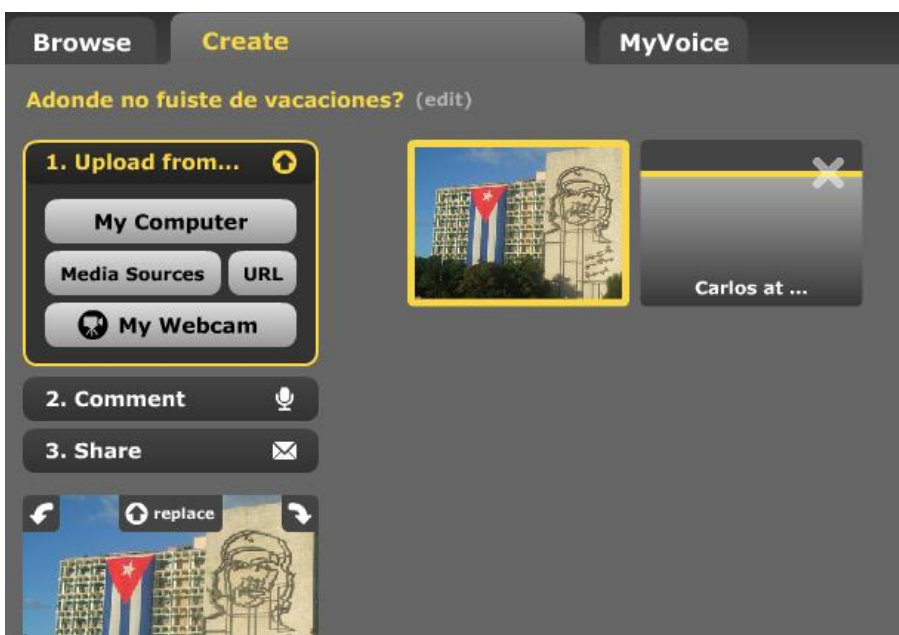
4) Click on the yellow-bordered image.



5) Create a name for the thread by clicking on “(Add a title and description)”.



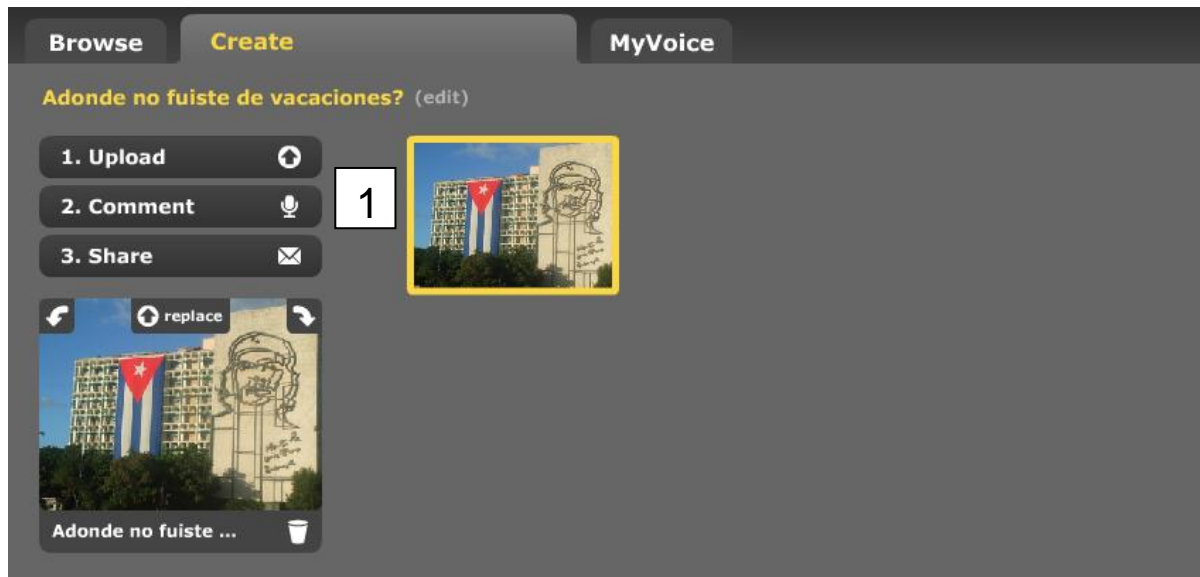
NOTE: at any time you can add more slides to your Voicethread by clicking on “Upload” again in the “Create” tab and adding another source. The order of these slides can be changed by dragging and dropping.



How to add a comment to your Voicethread

It is a good idea to leave an initial comment on your Voicethread to explain the task and parameters to your pupils.

1) Click on “Comment”.



2) Click “comment”.



There are 5 ways to comment on a thread.




- a) Use your phone to comment
- b) Use your webcam to make a comment
- c) Use your microphone to make a comment
- d) Use your keyboard to make a comment
- e) Upload an audio comment

- a) Use your phone to comment

Click on the  icon

NOTE: this is not advisable from outside of the UK or Canada due to the cost.

- b) Use your webcam to make a comment

- 1) Click the  icon
- 2) Click "Allow".



- 3) Record your comment.
- 4) When you have finished recording, click " Stop recording".

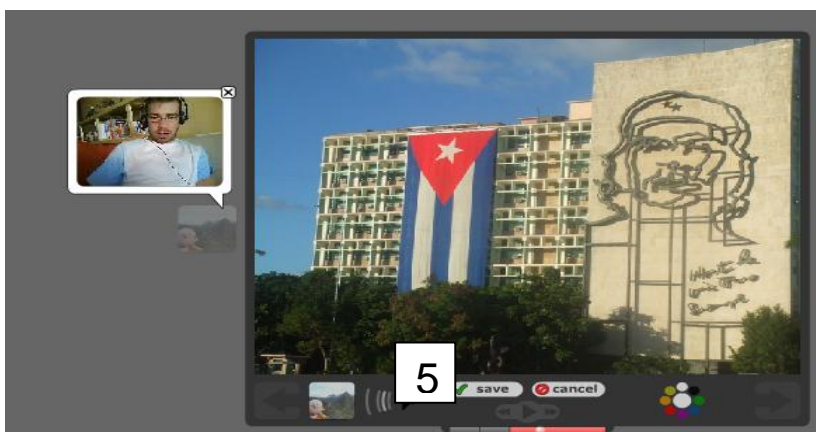


NOTE: when you are recording it is possible to annotate parts of the central stimulus. Hover your mouse over where you want to highlight. Then hold down the left mouse button and use the cursor as a pen.



Voicethread will then play you back your comment.


- 5) If you are content with your recording click “Save”. If you want to discard this recording and create a new one, click “Cancel”.



NOTE: when you have left a comment you will see your profile image appear by the side of the stimulus. If you leave more than 1 comment your additional comments will appear after your initial comment but only 1 profile image will be displayed.



c) Use your microphone to make a comment

- 1) Click the  icon.
- 2) Your comment will begin recording immediately, so as soon as you have clicked the icon begin to speak.

NOTE: when you are recording it is possible to annotate parts of the central stimulus. Hover your mouse over where you want to highlight. Then hold down the left mouse button and use the cursor as a pen.

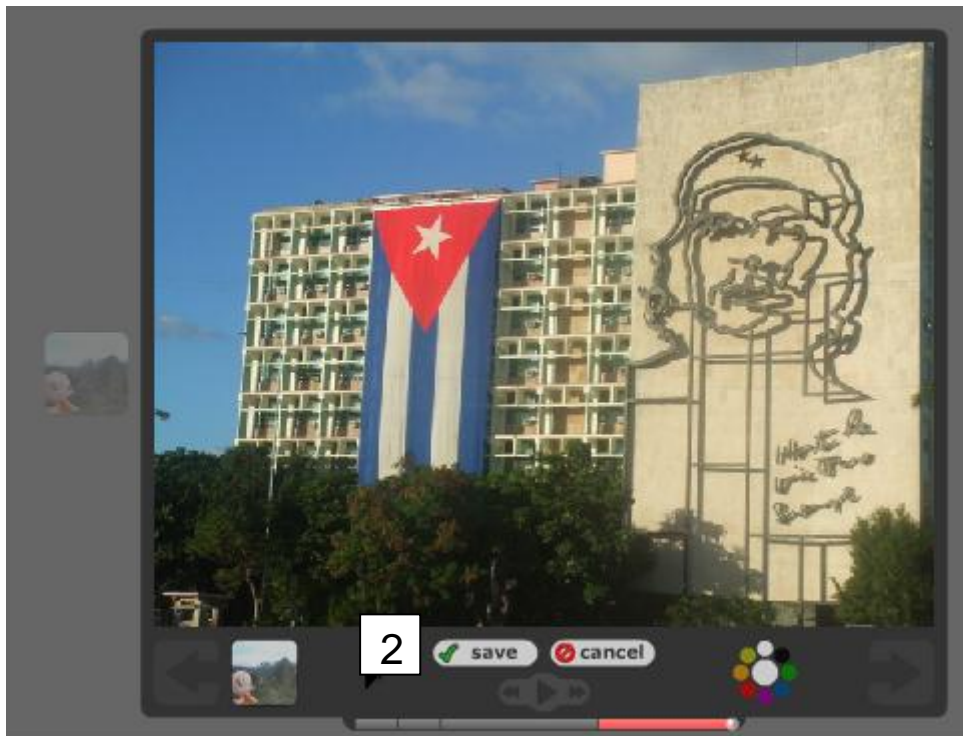


- 3) When you have finished recording press “stop recording”.



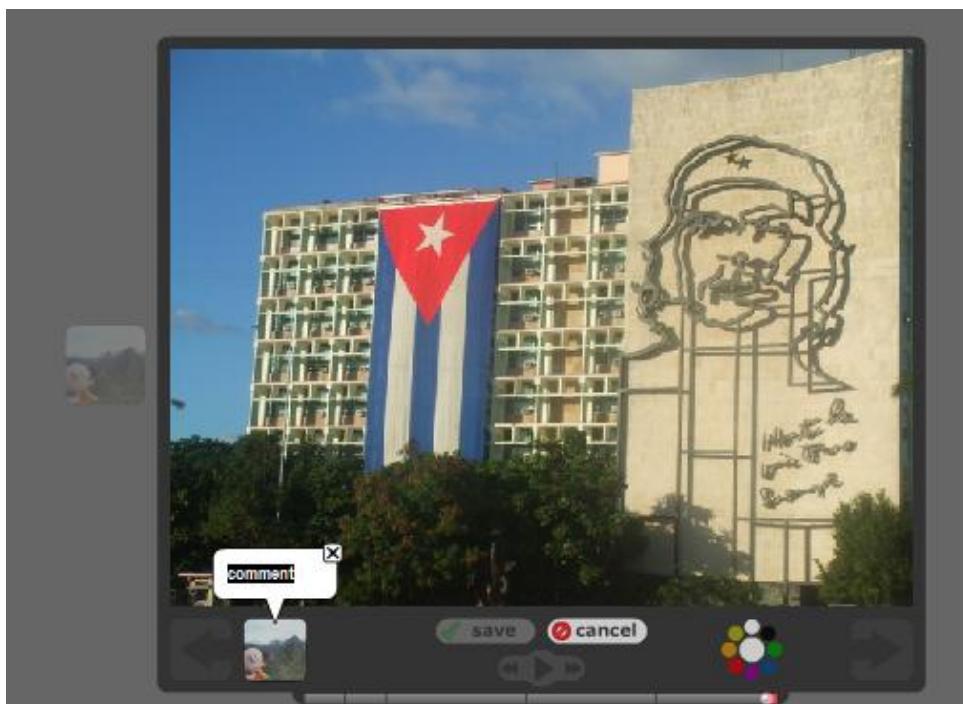
Voicethread will then play you back your comment.

- 4) If you are content with your recording click “Save”. If you want to discard this recording and create a new one, click “Cancel”.



d) Use your keyboard to make a comment



- 1) Click on 
- 2) Type your comment into the text box.
- 3) Press “Save”.

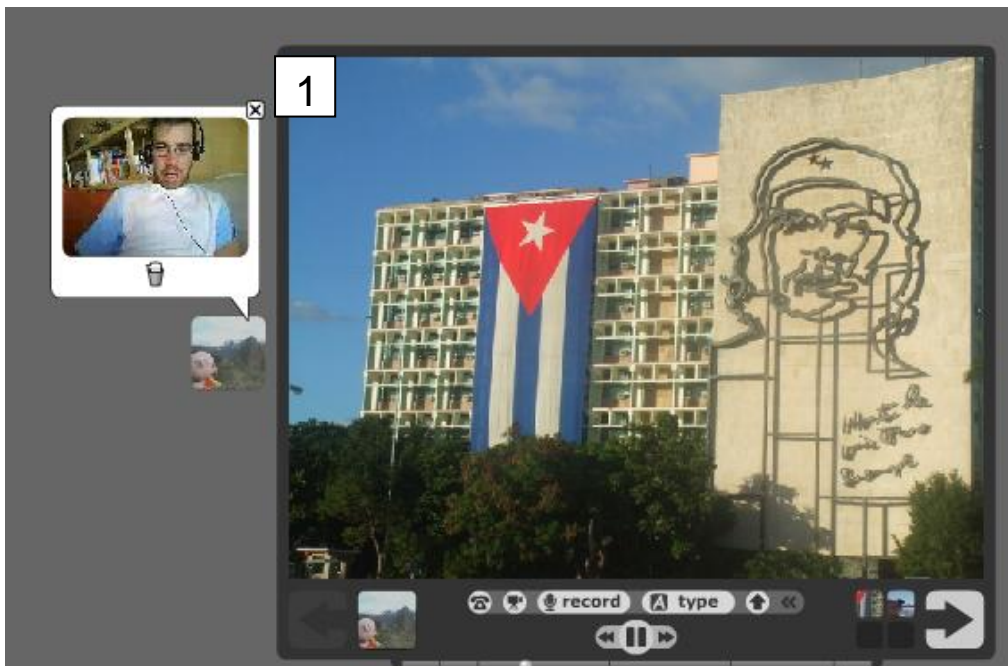


- e) Upload an audio comment

NOTE: this function is only possible with a Premium account. It allows you to upload a pre-recorded .mp3 file, which allows you to edit and perfect your comment.

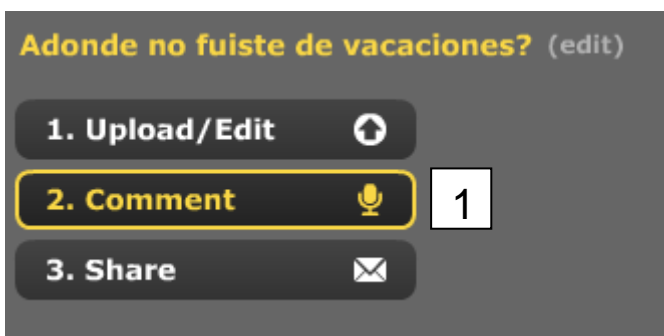
How to delete comments

- 1) Click on  and you can move easily through the comments using . When you find the comment you want to delete, click the “x” in the top right hand corner.



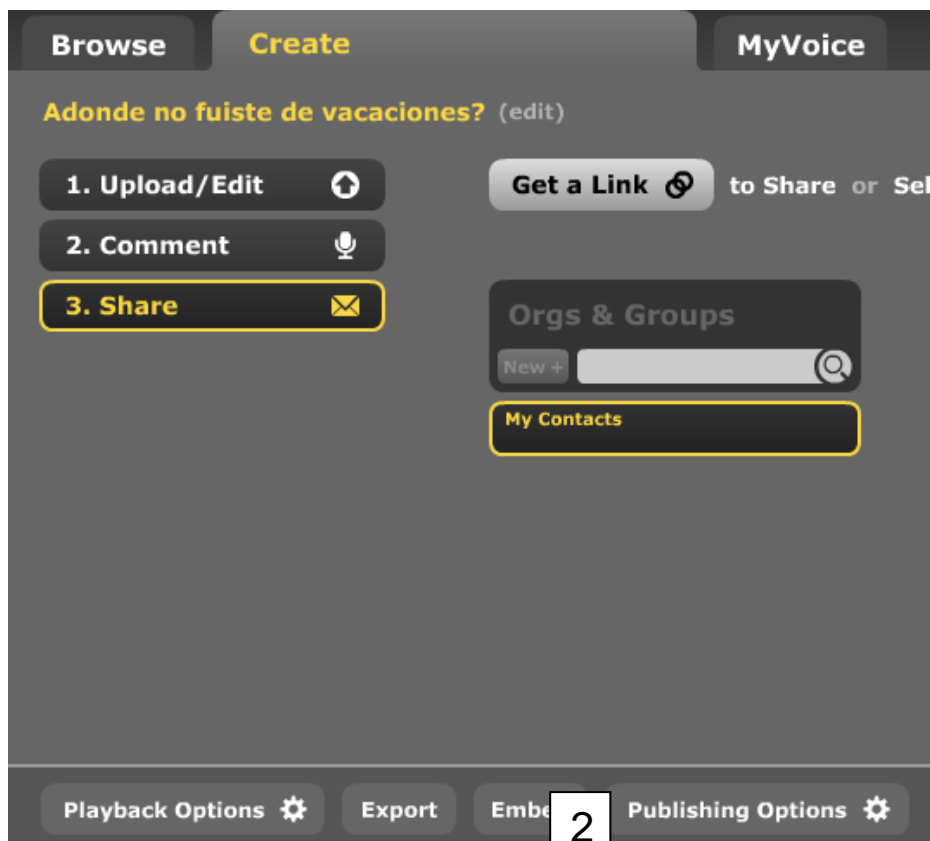
How to save and share your Voicethread

- 1) Click “Share”.



Before you invite people to join in your Voicethread discussion it is important to set up your moderation options first.

2) Click “Publishing Options”.



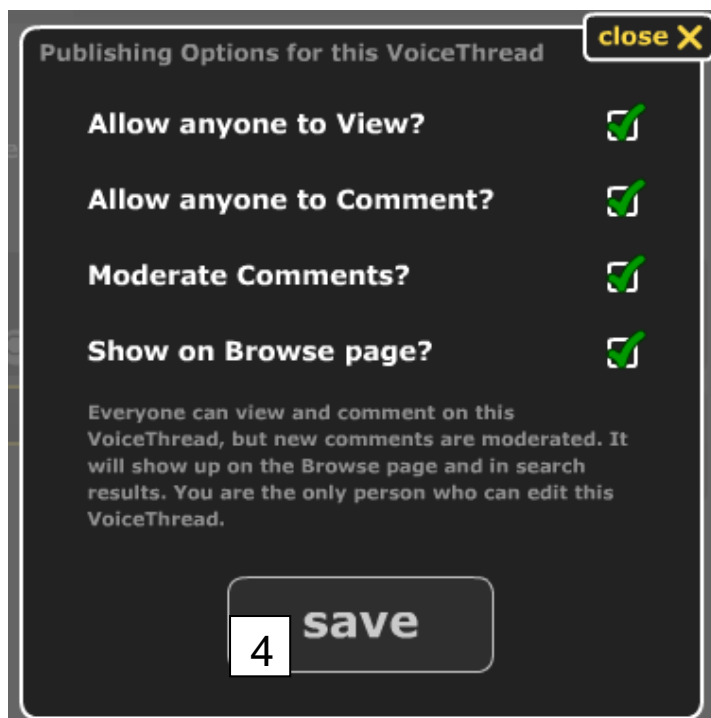
3) **Allow anyone to View?**: a global audience can be a useful factor in demonstrating that the work is being done by a genuine purpose. This should only be done, however (especially if faces are used instead of avatars) if appropriate parental permission has been received for displaying pupil images online. If no faces are displayed this is not an issue.

Allow anyone to Comment?: external comments, if constructive, can be a valuable unexpected learning tool and add further perspectives.

Moderate Comments?: Crucial to avoid inappropriate content.

Show on Browse page?: can help to generate more views and potential comments. If your pupils understand the need to act appropriately and not reveal personal details, including surnames, then Child Protection responsibilities are covered.

4) Press “Save”.



Publishing Options for this VoiceThread close X

Allow anyone to View? ☒

Allow anyone to Comment? ☒

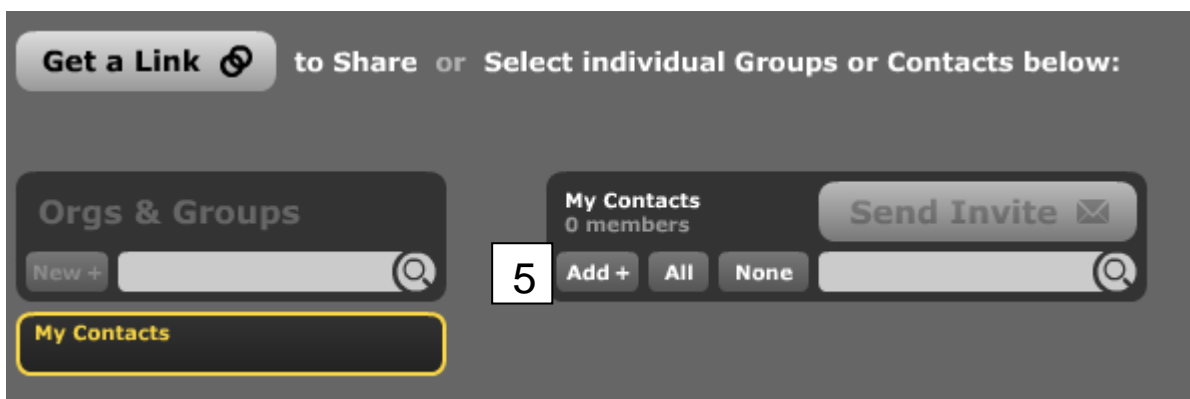
Moderate Comments? ☒


Show on Browse page? ☒


Everyone can view and comment on this VoiceThread, but new comments are moderated. It will show up on the Browse page and in search results. You are the only person who can edit this VoiceThread.


4 **save**


5) If you want to only invite specific people to the Voicethread it is possible to do this by adding them as contacts. To do this press “Add+”.



Get a Link  **to Share or Select individual Groups or Contacts below:**

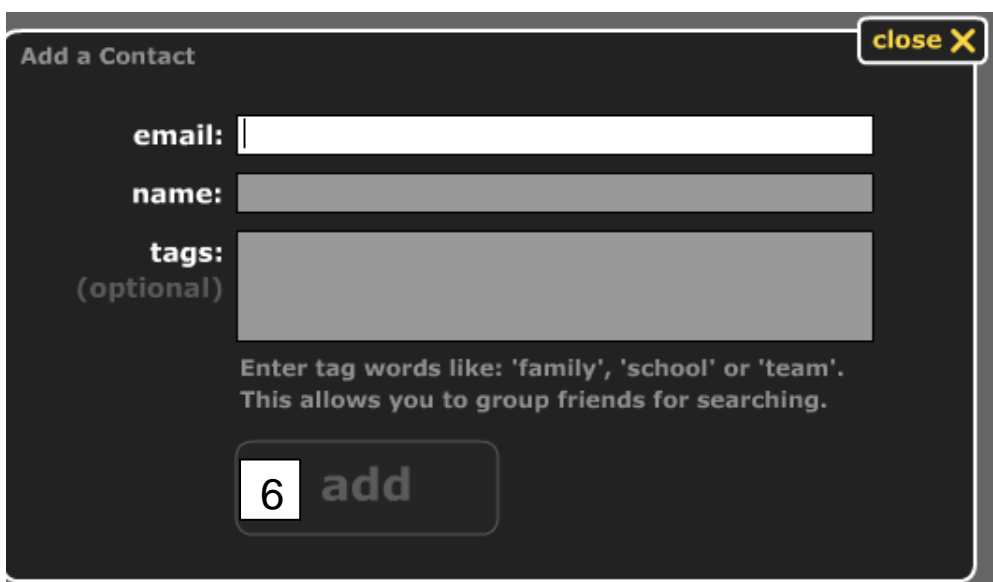
Orgs & Groups
New + 

My Contacts
0 members Send Invite 

5 **Add +** **All** **None** 

My Contacts

6) Add the desired e-mail address and name and then press “Add”.



Add a Contact close X

email:

name:

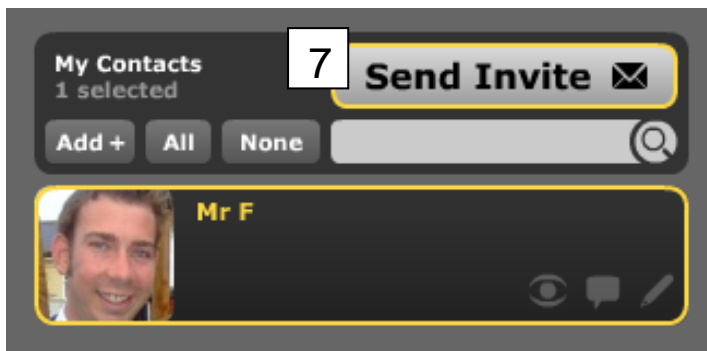
tags:
(optional)

Enter tag words like: 'family', 'school' or 'team'.
This allows you to group friends for searching.

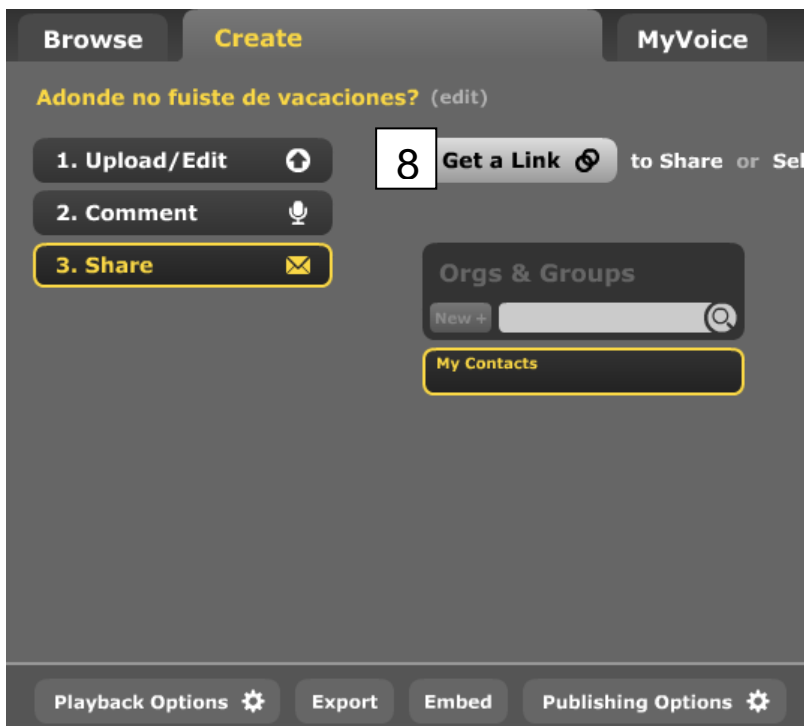
6 **add**

7) Select the contact to send to and press “Send Invite”.

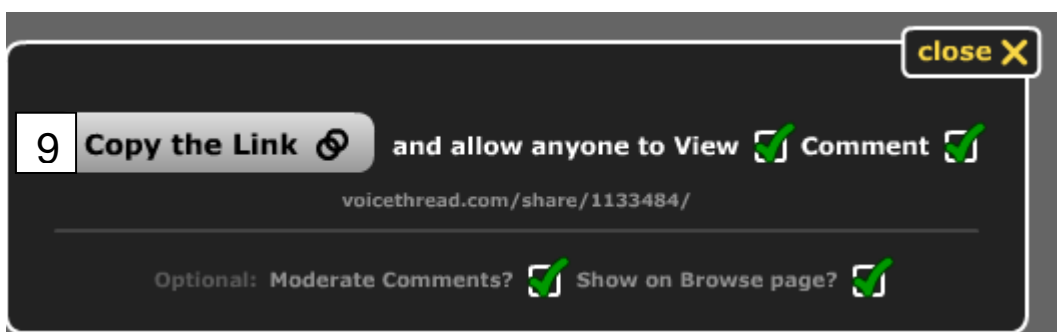
NOTE: your first name used for registration will be the sender of the e-mail



8) Another approach is to press “Get a Link”, which will enable you to then paste the link into an e-mail or post it onto your blog for users to access.



9) Press “Copy the Link”. This will automatically add the link to your clipboard.



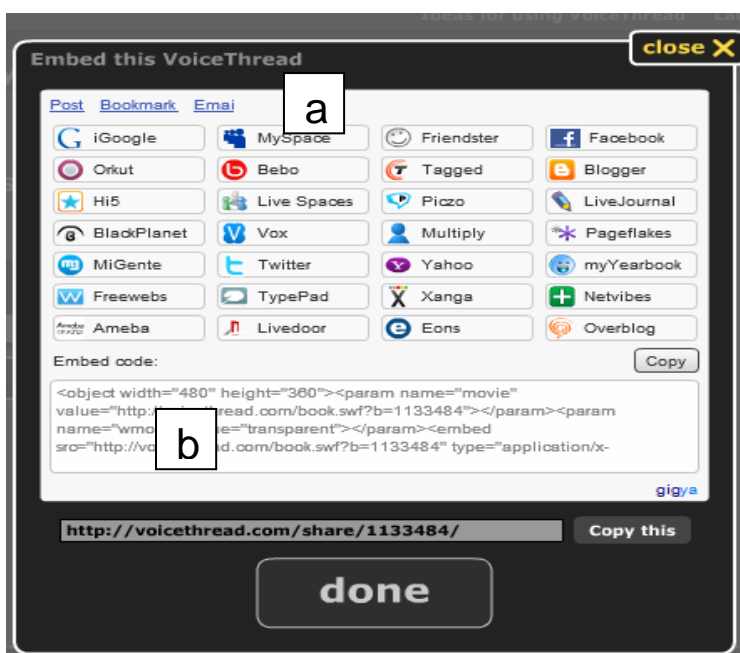
How to embed the Voicethread in a blog

1) In the “Share” part of the “Create” tab press “Embed”.



2) a) If you use one of the services with an icon, select it and log-in to your account.

b) If you are not using one of these services, or if you would like to manually embed the Voicethread in order to add further details (such as a title or further comments / instructions to accompany the Voicethread), copy the embed code and paste it into your blog's html compose post section or the appropriate section of your VLE or wiki.



How to approve comments

When someone has left a comment on your Voicethread it will be visible to them but not visible to the world if you have set up comment moderation.

- 1) To approve a comment return to the Voicethread itself and click on the new commenter's image.
- 2) Click on the curtains image in order to unveil it to the world. If you want to change your mind, click the icon again to close the curtains.
- 3) If you decide to delete the comment at any time, click on the rubbish bin icon.

